

4 January 1980

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Executive Registry

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MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for NFAC
Deputy Director for Operations
Deputy Director for Science & Technology
Chairman, Executive Career Service Board

FROM : Frank C. Carlucci
Deputy Director of Central Intelligence

SUBJECT : Conversion of GS-16 Positions to SIS I and SIS II

1. Since the existing three-grade structure (GS-16/GS-17/GS-18) is being replaced by a four-grade structure within the SIS (SIS I/II/III/IV) it is necessary to devise a formula for converting positions from the old to the new designators. Since GS-18 generally equates to SIS IV and GS-17 to SIS III the remaining objective is to allocate positions at the GS-16/SPS 1 thru 4 level between SIS I and SIS II. The Supergrade Factor Evaluation System, which was proposed for Agency use prior to the establishment of SIS will be modified within the next six months to provide more precise and objective criteria for determining at what level in the SIS pay structure Agency EP, Supergrade and SPS positions should be converted. ☐

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2. As the next step in establishing the appropriate levels I am asking each Directorate and the DCI Offices to group all GS-16 and SPS 1 thru 4 positions into SIS I/SIS II positions. I would also like a ranking of positions within each of the two groups. Attachment A is a current listing of all authorized GS-16 and appropriate SPS positions and should be the basis for your review. New or reorganized positions at the GS-16 level should be submitted separately and will be subject to a classification review by the Office of Personnel and a final determination by my office. ☐

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3. Directorates or the E Career Service may choose to either submit a consolidated listing including all proposed SIS I and SIS II positions or provide a ranking by Office or DDO Division. The distribution of your position rankings should reflect a base level of at least 60% SIS I. ☐

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4. I would like to emphasize the importance of ranking the function of the positions as opposed to the incumbents of the positions. Your considerations should include:

- a. The amount of responsibility (and corresponding authority) which has been delegated to the position.

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- b. The degree of independence granted the position.
- c. The number, variety and complexity of problems contained in the function and whether these are addressed sequentially or simultaneously.
- d. The extent to which the incumbent, in carrying out the function, is required to represent your component, the Agency, the Intelligence Community or the U.S. Government, and the level and purpose of the contacts.
- e. The impact of decisions or actions on Agency, Intelligence Community or U.S. Government policy.

5. It is requested that your rankings be completed and forwarded to the Director of Personnel by 15 January 1980.

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/ Frank C. Carlucci

Attachment

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